Addendum to FSC-132-B	1/16/98
SUBJECT: Wholesale Partners Program - 1998	

DISTRIBUTION:

X AVP	X KAM	X DM
X RSM	X AM	X RM
X RBM	X AE	___ Sales Rep
X ROM		___ Retail Rep

Objective: Provide clarification and support information for the 1998 Wholesale Partners Program.

Purpose: Detail tools available to assist in tracking reporting accuracy and payment for 1st Half Category III.

The 1998 Wholesale Partners Program is intended as a first transition to earnings for performance by our Direct Accounts. As you know, Partners Payment categories have been expanded from 3 categories to 4. Categories I, II, and IV are similar to past Program requirements. Category III however, will now allow Direct Accounts to earn payment for achieving performance targets on timely and accurate implementation and reporting of RJR promotions.

The Wholesale Partner's 1st Half 1998 Program will begin this transition period, allowing us to work with all of our Direct Accounts to ensure they understand the new Promotion Reporting Requirements and are accurately communicating the data in their MSA submissions. Beginning with 2nd Half 1998, Wholesale Partner's Direct Accounts will need to be accurate in their promotional data submissions to MSA or risk losing their Category III payment.

To assist in identifying and managing through reporting issues in 1st Half 1998, the following tracking tools have been developed for your use.

1. T28 - Retail Promotion Tracking - Retail Cartons Shipped and Allocations Maintenance *(Attachment 1)*

2. Retail Promotions Tracking - Variance Report *(Attachment 2)*

3. T35 - Promotion Payment Approval Screen *(Attachment 3)*

T28 - Retail Promotion Tracking - Maintenance Screen (AIM):

Beginning **February 2, 1998**, the *T28 - Retail Promotion Tracking Maintenance Screen (Attachment 1)*, will show "Partners Promotions" assigned to Direct Accounts. RJR Account Managers will need to input "Retail Cartons Shipped" from the manual promotion shipment data provided by the Direct Account. This establishes for each of your Direct Accounts a file of promotions and their performance for each.

Retail Promotions Tracking - Variance Report (Mercury):

The *Retail Promotions Tracking Report (Attachment 2)* will be added to the Mercury report menu effective **March 9, 1998**, as a tool to verify accurate reporting of promotions and performance. This report allows you to compare the manual shipment data received from the Direct Account with data submitted to MSA that was received and reported correctly. If a carton variance exists, there is a problem in the Account's reporting of their promotional activity.

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T35 - Promotion Payment Approval Screen (AIM):

Category III payment approval will be made through the *T35 - Promotion Payment Approval Screen (Attachment 3)*. **You may access this screen either during the Program through the T28 function (or) at the end of the Program through the T35 function.** Any override of the Y/N payment approval for Category III will require a note of explanation. The secondary transition period will be in the 2nd Half of 1998 in that all of these processes will be fully automated. This automation will mandate proper promotion reporting or the Direct Account will be in jeopardy of losing Category III payment.

General Information:

The standard 1st Half 1998 Wholesale Partners Tracking Reports will be available in Mercury beginning **February 16, 1998.**

Additional Partner's tracking information will be communicated to you as it becomes available.

Program Contact: Julie Knabb, extension #7754

R. J. REYNOLDS TOBACCO COMPANY

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